

**SUPPORT SPECIALIST 2
COMMUNITY DEVELOPMENT DEPARTMENT**

SALARY RANGE: \$17.60 - \$23.59 per hour

CLOSING DATE: March 18, 2014

ABOUT THE JOB: This position is the main receptionist for the Community Development Department and provides a variety of administrative support for all the department divisions utilizing specialized program knowledge.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provide positive, pleasant, helpful reception to callers and walk-in visitors
- Proof and edit correspondence for the Building Division staff
- Proof and edit a variety of documents for department staff as needed
- Create and maintain databases and spreadsheets
- Produce a variety of monthly reports
- Prep files for archiving
- Forms control
- Assist with large mailings

TO QUALIFY: Requires a high school diploma or GED and 3 years of general office experience or an equivalent combination of education and experience.

Requires knowledge of English grammar, spelling, and usage; ability to establish and maintain effective working relationships, apply excellent internal and external customer service skills, communicate effectively verbally and in writing with diverse customers, and be proficient in the software programs in the Microsoft Office Suite.

TO APPLY: All interested candidates may apply by submitting a cover letter and application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at www.beavertonoregon.gov.